

SC DEPARTMENT OF PUBLIC HEALTH
Vital Statistics
Vital Records Marriage/Divorce Application – 0639-ENG-DPH

PURPOSE: To collect information required to request a certified copy of a marriage and/or divorce record(s).

AUDIENCE: An individual requesting a certified copy of a marriage and/or divorce record(s).

INSTRUCTIONS: Instructions for completing each item are self-explanatory or embedded within the form. One form may be used to request a certified copy of a marriage license only, or a report of divorce/annulment only, or for both a marriage license and report of divorce if for the same couple. Applicants are instructed to complete each blank.

ADDITIONAL INFORMATION:

MARRIAGES/DIVORCES – The central filing of marriages was not required until July 01, 1950. Marriages prior to that date must be obtained from the Office of the Probate Judge in the county where the license was obtained. Reports of divorce are available from July 01, 1962 forward. SC DPH does not have a copy of the divorce decree. The actual divorce decree must be obtained from the Office of the Clerk of Court in the county where the final divorce hearing was held.

TURNAROUND TIME – The usual turnaround time for 'waiting' onsite customers is approximately thirty (30) minutes during non-peak hours (8:30AM – 11:00AM). The usual turnaround time for 'mail' requests is approximately four (4) weeks from the date received by our office.

If it has been more than four (4) weeks since you submitted your request, please email VRRequestStatus@dph.sc.gov or call (803) 898-3630 to determine the status.

IDENTIFICATION – A valid/current government, school, or employer issued photo identification document of the **applicant** is required before a search of the records will be conducted. Requests that do not contain proper identification will be returned unprocessed. Acceptable documents are:

1. Any United States' DMV Office issued picture identification, i.e., Driver's License, ID card, Learner's Permit (unexpired)
2. Current school or employer picture identification card (if expiration date is not listed, additional verification may be required from issuer)
3. Military card (unexpired – active duty or retired member)
4. United States Passport (unexpired)
5. Foreign Passport (unexpired)
6. Re-Entry Permit (I-327 – unexpired)
7. Refuge Travel Document (form I-571 – unexpired)
8. United States Citizen Identification Card (form I-197)
9. Temporary Resident Card (form I-688 – unexpired)
10. Permanent Resident Card (form I-551 – unexpired)
11. Weapon or gun permit issued by federal, state, or municipal government (unexpired)

WEBSITE – Additional information can be obtained from the website: <https://dph.sc.gov/public/vital-records>

PAYMENT – Acceptable methods of payment for mail requests are a money order or cashier's check made payable to SC DPH. Onsite customer service also accepts credit/debit cards and cash.

SEARCH FEE – A \$12 "search fee" is required by SC Law, Section 44-63-110. **The \$12 search fee is non-refundable.** The required search fee includes one (1) certification if record is located. If additional copies of the same type of certification are order at the same time, they are \$3 each.

EXPEDITE FEE – A \$5 expedite fee is allowed under SC Code of Regulations 61-19, Section 1300. SC DPH Vital Records defines application of the expedite fee to be charged for all request types with an expected turnaround time of ten (10) business days or less, including onsite in-person, onsite drop-off (if desired), online/internet, and billable orders. Orders sent via mail will not be processed expedited and will have an expected turnaround time of four (4) weeks.

OFFICE MECHANICS AND FILING: Completed applications will be maintained for three years then destroyed under retention schedule 17996.